

## 2011–12 ACCREDITATION STANDARDS FOR SECONDARY SCHOOLS

**NOTE:** *For Accreditation purposes, schools and school districts are responsible for determining compliance with the following Accreditation Standards. Schools and school districts should review each state statutes and SBE regulation listed to ensure a complete understanding of what is required for compliance.*

### I. PERSONNEL

#### A. PRINCIPAL(S)/DIRECTOR(S)

1. A full-time principal/director is employed. [R43-205]
2. The principal/director is properly certified. [R43-205]
3. The principal/director has completed a professional development plan. [§59-24-30]

#### B. ASSISTANT PRINCIPAL(S)/DIRECTORS OR CURRICULUM COORDINATORS

1. Assistant principals/directors or curriculum coordinators are employed in accordance with student enrollment. [R43-205]
2. Assistant principals/directors or curriculum coordinators are properly certified. [R43-205]
3. Assistant principals/directors or curriculum coordinators have completed professional development plans. [§59-24-30]

#### C. TEACHERS

All teachers are properly certified and all teachers of core content subjects are highly qualified for the courses taught. [R43-205, 20 U.S.C., § 6301 et seq. (2002)]

#### D. GUIDANCE COUNSELOR(S)

1. Guidance counselors are properly certified. [R43-205]
2. The number of guidance counselors employed is in accordance with enrollment and minutes per day requirements. [R43-205]
3. By 2011–12, the student-to guidance certified personnel ratio will be reduced to 300:1 as funds become available. [R43-205, §59-59-100]

#### E. SCHOOL TRANSITION COORDINATOR(S) AND CAREER SPECIALIST

1. When a school-to-work transition coordinator is employed, the employment requirements in the regulations are met. [R43-205]
2. A career specialist is employed and holds a bachelor's degree and must have earned either Global Career and Development Facilitator certification (GCDF) or Career Development Facilitator certification (CDF). [R43-205]
3. If the career specialist provides classroom instruction, he or she is certified. [R43-205]

F. LIBRARIAN/MEDIA SPECIALIST(S)

1. The librarian/media specialist is properly certified. [R43-205]
2. The number of librarians/media specialists employed is in accordance with enrollment requirements. [R43-205]

G. SCHOOL NURSE(S)

Each person employed as a school nurse holds a current license issued by the State Board of Nursing or as a licensed practical nurse who is working under the supervision of a professional registered nurse. [R43-205]

H. PARAPROFESSIONALS

1. All instructional paraprofessionals who work in Title I schools or those paid with Title I funds in Targeted Assistance programs must meet state and federal requirements. [R43-209, 20 U.S.C. § 6301 et seq. (2002)]
2. Full-time paraprofessionals are employed for each Trainable Mentally Disabled, Emotionally Disabled, Orthopedically Disabled, or Visually Impaired self-contained class with four (4) or more students. [R43-209]
3. When four or more students identified as emotionally disabled or orthopedically impaired are enrolled in a cross-categorical class, a full-time teaching assistant must be employed. [R43-205]

I. SECRETARY AND CUSTODIAL SERVICES

1. A secretary is employed. [R43-209]
2. Custodial services shall be provided. [R43-209]

J. PERSONNEL PERMITS

The district superintendent must request out-of-field permits from the Office of Educator Certification for eligible personnel not properly certified. [R43-205, 20 U.S.C. § 6301 et seq. (2002)]

II. CURRICULUM & INSTRUCTIONAL MATERIALS

A. GUIDANCE

A written, standards-based, comprehensive guidance program, including career awareness programs and activities that assist them in developing and fulfilling their individual graduation plans, and prepare them for a seamless transition to relevant employment, further training or postsecondary study is provided. [R43-234]

B. LIBRARY

The library/media program and technology resources are accessible to all students and staff and are appropriate to achieve the strategies and goals in each school renewal and district strategic plan. [R43-234]

C. CURRICULUM

1. The curriculum includes all required courses in the Defined Program, grades 9-12. [R43-234]
2. Specialized programs of instruction are provided to disabled students. [R43-205, R43-243]
3. Special instruction on alcohol, tobacco, and drug awareness is offered. [R43-234]
4. Subjects offered are selected from the Defined Program, grades 9-12, or are approved as locally designed courses. [R43-234]
5. A pre-registration form has been developed outlining the courses a student may enroll in for his entire high school career. [R43-272]
6. An accelerated program of study is provided which allows early graduation for qualified students. [§59-39-110]
7. Homebound instruction of students assigned meets the requirements of the regulation. [R43-241]
8. Advanced Placement courses are offered. [R43-258.1]
9. A college preparatory program is offered. [§59-5-65]
10. The school district provides programs for gifted and talented students, grades one through twelve. [R43-220, §59-29-170]
11. The school has implemented a comprehensive health education program. [R43-234]
12. All tenth grade students are offered the PSAT or PLAN tests and the results are used as a diagnostic tool. [§59-18-340]
13. Each school district shall see that in every school under their care there shall be taught, as far as practicable, orthography, reading, writing, arithmetic, geography, English grammar and instruction in phonics, the elements of agriculture, the history of the United States and of this State, the principles of the Constitutions of the United States and of this State, morals and good behavior, algebra, physiology and hygiene (especially as to the effects of alcoholic liquors and narcotics upon the human system), English literature, and such other branches as the state board may from time to time direct. [§59-29-10]
14. College course credit may be earned and applied to the units required for a state high school diploma by students in grades 9–12. [R43-234]
15. Suitably modified physical education courses are provided for students physically or mentally unable to take part in the regular physical education program. [R43-243]
16. The school must include environmental studies as a part of the instructional program. [R43-234]
17. Each school in the district has incorporated and must instruct students in black history as a regular part of its history and social studies courses. [§59-29-55]

D. GRADUATION REQUIREMENTS & UNITS OF CREDIT

1. Graduating seniors have attended the school for at least the semester preceding graduation except in cases of bona-fide address changes. [R43-259]
2. Units of credit are awarded in accordance with standards for:
  - a. School terms: year/semester. [§59-1-425]
  - b. Class time requirements. [R43-234]
  - c. Correspondence courses. [R43-234]
  - d. Summer schools. [R43-240]
  - e. Adult education. [R43-240, R43-259]
  - f. Transfer students. [R43-273]
  - g. College/high school dual credit. [R43-234]
  - h. Special education students. [R43-259]
  - i. Approved locally develop courses. [R43-234]
3. Uniform grading scale is used. [§59-5-68]

III. OPERATIONS & PROCEDURES

A. SCHOOL YEAR

1. The length of the school term is one hundred ninety (190) days with at least one hundred eighty (180) days used for student instruction. The remaining days are utilized for the opening of school, staff development, planning, academic plans, and parent conferences. [§59-1-425]
2. Full days missed because of weather or other circumstances must be made up. [§59-1-425]
3. Early dismissal days for emergencies are reported in writing to the director, Office of Federal and State Accountability. [R43-234, §59-1-425]
4. No more than three (3) days of the school year are reduced in instructional time for the purpose of administering end-of-the-semester examinations, teacher conferences, end-of-the-year examinations, or for staff development. The reduced days are not less than three (3) hours in length. [§59-1-425]

B. SCHOOL DAY

1. The instructional day for secondary students is at least six hours a day or its equivalent weekly, excluding lunch periods. [R43-234, §59-1-425]
2. Schools may exercise options and vary the number of minutes in the instructional week, provided that such variation meets statutory requirements and is approved by the local board of trustees. [R43-234]

3. A class period is defined as a minimum of fifty (50) minutes, or an accumulation of the equivalency of 120 hours required for a Carnegie Unit of Credit. [R43-172]
4. Homeroom periods, announcement times, and administrative activities such as attendance are not counted as part of instructional time. [R43-234]
5. Priority is given to teaching and learning tasks. [§59-1-425]
6. Class interruptions are limited to emergencies. [§59-1-425]
7. The length of the school day for full-time teachers is a minimum of seven (7) hours. [R43-57.1]

C. TEACHERS - CLASSLOADS/PREPARATIONS

1. No teacher's daily student load exceeds one hundred fifty (150) students per day with exceptions provided for physical education and music teachers. [R43-234, R43-205]
2. No class exceeds thirty-five (35) students in membership with exceptions provided for physical education and music teachers. [R43-234, R43-205]
3. No physical education teacher's daily student load exceeds two hundred forty (240) students per day. [R43-234, R43-205]
4. No physical education class exceeds forty (40) students in membership. [R43-234, R43-205]
5. No music teacher's daily student load exceeds two hundred forty (240) students per day. [R43-234]
6. Except for music rehearsals, no music class exceeds forty (40) students in membership. [R43-234]
7. No teacher is permitted to teach more than fifteen hundred (1,500) minutes weekly. [R43-205]
8. Teachers are not assigned more than four (4) preparations daily. [R43-205]
9. Teachers assigned courses or study halls have daily teaching loads calculated in accordance with the Defined Program, grades 9-12. [R43-205]
10. No special education teacher's daily caseload exceeds the following: [R43-205]

<u>Self-Contained</u>	<u>Maximum Ratio Based on Average Daily Enrollment</u>
Mild Mental Disabilities	18:1
Emotional Disabilities	15:1
Learning Disabilities	18:1
Moderate and Severe Disabilities and Orthopedically Impaired	15:1
Visually Impaired	12:1
Deaf and Hard of Hearing	12:1

Cross-Categorical Self-ContainedMaximum Ratio Based on  
Average Daily Enrollment

Mild Mental Disabilities and Learning Disabilities	18:1
Mild Mental Disabilities, Learning Disabilities, and Emotional Disabilities	17:1
Mild Mental Disabilities, Learning Disabilities, Emotional Disabilities, and Orthopedically Impaired	16:1

Resource/ItinerantMaximum Teaching Load

Mild Mental Disabilities	33
Emotional Disabilities	33
Learning Disabilities	33
Moderate and Severe Disabilities and Orthopedically Impaired	20
Visually Impaired	15
Deaf and Hard of Hearing	15

11. The caseload for speech/language therapist does not exceed sixty (60). [R43-205]
12. The maximum caseload for itinerant and resource teachers' assigned students with differing disabilities is determined by the disabling condition affecting the majority of students. [R43-205]

**D. STUDENTS – ENROLLMENT/ATTENDANCE**

1. Students are enrolled in accordance with state laws pertaining to age and residency requirements. [§59-63-20, §59-63-30, §59-63-31]
2. The school's attendance policy conforms to the state's definitions of lawful and unlawful absences. [R43-274]
3. The district board of trustees or its designee approves or disapproves all individual student absences exceeding ten (10). [R43-274]
4. Intervention plans are initiated for students who accrue three (3) consecutive or five (5) cumulative unlawful absences. [R43-274]
5. Intervention plans contain the minimum elements stated in regulation. [R43-274]
6. Family court referrals are made when intervention plans fail. [R43-274]
7. The school has identified and implemented one or more evidence-based programs addressing the needs of students at risk of dropping out of school. [R43-274.1, §59-59-150]

E. STUDENT – DISCIPLINE/CONDUCT

School district policies have been developed addressing minimum standards of student conduct and discipline. [R43-279]

F. RECORDS, REPORTS, REQUIRED ACTIVITIES

1. Each school district must file a record of all dropouts that specifies for every student the name of the school in which he or she was enrolled and gives the following information on the student: his or her name, grade, race, sex, date of birth, free/reduced meals status, English proficiency status, and migrant status. Each district superintendent must verify the accuracy of the student enrollment, attendance, membership by category, and dropout reports submitted to the State Department of Education's Office of Finance. [R43-234]
2. The school has an appropriate means of reporting academic achievement to parents. [R43-234, §59-18-930]
3. Financial Resources are to be allocated, expended, and accounted for in accordance with accounting practices specified in the Financial Accounting Handbook, Funding Manual, and the Pupil and Staff Accountability Manual. [R43-172]
4. Financial records are audited annually. [R43-172]
5. A report of the previous year's graduates' post-high school education or employment status is submitted to the State Department of Education by May 1 each year. [R43-234]
6. Records of student transfers and withdrawals are maintained. [R43-273]
7. Accurate student data according to the pupil accounting system prescribed by the State Department of Education are maintained. [R43-234]
8. A five-year school renewal plan, which is annually updated, is submitted to, must be reviewed, and approved by the local board of trustees. [§59-20-60, R43-261]
9. The School Improvement Council assists in preparing the school renewal plan and annual updates. [§59-20-60, R43-261]
10. The School Improvement Council annually provides to parents and constituents a report on the school's progress in meeting school and district goals and objectives. [§59-20-60]
11. The School Improvement Council performs other duties as specified in law. [§59-20-60]
12. A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement the strategies, and coordinates local, state, federal, and private funding sources. [R43-261]
13. Student participation in interscholastic competition is in accordance with standards. [R43-244.1]

G. HEALTH & SAFETY

1. All personnel have been screened for tuberculosis. [R43-207]

2. Protective eye devices are provided to students and teachers and worn in accordance with state law. [§59-1-390]
3. Fire drills are conducted at least one time each month. [§59-63-910]
4. Sufficient fire extinguishers are provided, inspected annually, and are clearly designated in all buildings. [R43-181]
5. A disaster and emergency preparedness plan was developed. [R43-166]
6. An emergency drill is conducted during the first month of school. [R43-166]
7. Adequate lighting, ventilation, and heating shall be provided in all utilized areas. [R43-180]
8. Immunization records are maintained for each student. [§44-29-180]
9. Adequate first aid supplies and equipment are provided. [R43-166]
10. All operating school facilities shall comply with safety regulations prescribed by the State Fire Marshal and with sanitation and health regulations prescribed by the State Department of Health and Environmental Control. [R43-180, R43-190]

#### IV. PHYSICAL FACILITIES

- A. Buildings and grounds are adequate in size and arrangement to accommodate the programs offered. [R43-180]
- B. All operating school facilities shall comply with safety regulations prescribed by the State Fire Marshal and with sanitation and health regulations prescribed by the State Department of Health and Environmental Control. [R43-180, R43-190]
- C. A private office is provided for the principal. [R43-180]
- D. Playgrounds, physical education, and play equipment are maintained to ensure safety. [R43-180]
- E. Each room is designed and equipped to serve the specific purposes for which it is used. [R43-180]
- F. Adequate lighting, ventilation, and heating are provided. [R43-180]
- G. Building and grounds are properly maintained, safe, and attractive. [R43-180]
- H. The school is in compliance with minimum building codes specified in state law. [§59-23-210, R43-190]
- I. Buildings are kept clean and comfortable. [R43-180]